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9 July 1952

MEMORANDUM FOR: CHIEF, SUPPORT STAFF

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. Notice was received from Comptroller on interim revised allotment symbols and interim allotment of funds pending approval of revised Fiscal Year 53 budget.

b. Received settlement for revolving fund and financial report from [redacted]

c. The Office of Training budget - revised Fiscal Year 1953 and estimated Fiscal Year 1954 was submitted to Comptroller on 7 July 1952.

d. An analysis comparing original Fiscal Year 53 with revised Fiscal Year 53 with appropriate justification of changes is being prepared for the Budget Analyst.

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e. Effective 9 July 1952, Mr. [redacted] has assumed duties as Chief, Support Staff vice Mr. [redacted]

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f. Verification was received from [redacted] on official closing of [redacted] as of 1 July 1952.

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Administrative Officer, OTR

25 YEAR RE-REVIEW

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